

NATIONAL GUARD BUREAU
GENERAL OFFICER MANAGEMENT OFFICE



NGB-GO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

National Guard Assistant Program (NGAP)

SHORT SUSPENSE

ANG Request for Nominations

***** Extended Active Duty *****

Job Announcement Number: JS-EAD-05-001
Director, Defense Commissary Agency

1. We are currently soliciting the states for names of ANG officers who are interested in being considered for the position identified below. Please provide the following information to NGB GOMO NLT **10 December 2004** Negative response required (identify Announcement Number) to GOMailbox@ngb.ang.af.mil. **All nomination packages should be faxed to DSN 327-1313, CML (703) 607-1313.**

2. Information required:

a. Adjutant's General endorsement with the following:

- (1) Rank and full name
- (2) Current Status: M-Day, AGR, Technician
- (3) Performance summary of the significant jobs performed by the nominee. The summary must be on jobs viewed as significant in the career of the Officer, one paragraph, up to 10 lines. Example: Raymond Emanon is an outstanding leader who can handle any challenge with total success. He took the largest, most diverse, and most demanding division in the International Negotiations Directorate, and made it the best. Within weeks of his arrival, the Joint Staff Director of Plans and Policy, made special mention that Emanon was an unusually bright and talented leader. Working international issues in technology transfer, counter proliferation, chemical and biological treaty implementation, and the North Korea nuclear issue, his advice to all levels of senior leadership in the Joint Staff was always on the mark. His leadership and guidance to the Chairman of the Joint Chiefs on the North Korea issue was especially noteworthy.
- (4) Job Announcement Number and position.

b. Resume:

(1) Official military biography from the GOMO website found at www.ngb.army.mil/ngbgomo.

An official biography is a mandatory document to accompany all nominations to NGB, the Services, and the Office of the Secretary of Defense. If the officer's official biography (with photograph) is not posted, ensure that required documents are provided to NGB-GO in accordance with NGB-GO procedures.

(2) Include a single sheet addendum (sample attached) specifically addressing qualifications (military and civilian, boards and committees) as they relate to the special requirements or duties of the position.

c. Photograph – Current official photograph IAW AFI 36-2632.

d. Point Credit Summary (AF Form 526).

e. Record Review RIP.

f. Investigative Statement.

g. Weight Statement.

3. Physical - Original and 2 copies of the following must be submitted with the package.

a. Reserve Component Periodic Health Assessment (RCPHA): Must be < 12 months old.

b. SF 507 PIMR overprint, Health History Questionnaire: Must be < 12 months old.

c. AF Form 422, Physical Profile Serial Report: Must be < 60 days old.

d. SF 600 PIMR overprint, most current.

e. HIV test: Must be < 6 months old.

f. Type II Dental Exam: Must be < 12 months old.

g. Cardiac Risk Index (CRI): required if age 40 or older. If CRI > 10,000, then an Exercise Treadmill Test (ETT) is required.

h. Include any consults required or recommended by the examining physician.

i. Statutory Tour officers - Not applicable.

4. Miscellaneous Information and/or Requirements:

a. **This is a two-year active duty tour.**

b. All nominees **must have** a minimum of 18 years satisfactory service.

c. All nominees must be Federally recognized in the authorized grade or hold a Certificate of Eligibility for the authorized grade.

d. **Only** officers who can **complete a two-year tour** from tour start date may be nominated.

5. The position is:

JS-EAD-05-001

Director, Defense Commissary Agency

Duty Location: Fort Lee, Virginia

Authorized Grade: Major General

Start Date: As soon as possible after selection

Duty Information/Special Qualifications/Requirements: Responsible for directing and centrally managing the military's worldwide commissary system. The agency encompasses four regions and nearly 280 commissaries and 17,000 employees. A background in logistics, contracting, or financial management is desired.

6. Please contact Capt Pamela Thormin or MSgt Diane Mitchell, Program Management Branch (NGB-GO) at DSN 327-3643 or 703-607-3643 with any questions and send emails to

GOMailbox@ngb.af.mil – the Job Announcement Number is to always be included in the subject line.

NEGATIVE RESPONSE REQUIRED – this should be done by email to address shown above.

ADDENDUM

RAYMOND EMANON, Brigadier General (ANGUS)

ANNOUNCEMENT NUMBER: AF-M-XX-XXX

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen worldwide locations. Annual operating budget for 2003 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

Include a paragraph, in the above format, for each military or civilian position, board or committee that provides additional qualifying information or experience for the position. Limit addendum to one page.

Pitch should be no smaller than 10. Margins should be no less than 1".

Nominated officer's signature

Date